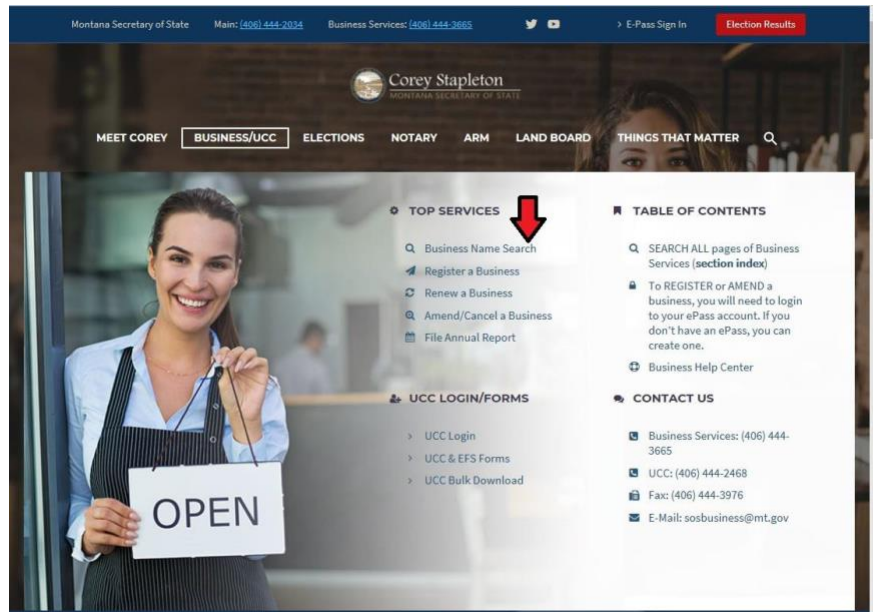
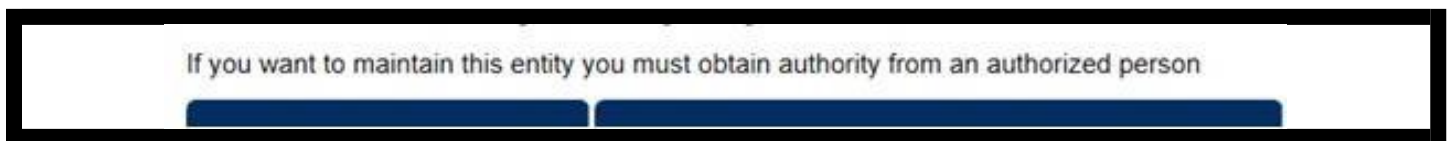


REQUEST AUTHORITY

1. Login to Montana Secretary of State's Business Services webpage: <https://sosmt.gov/business>
2. Allow your mouse to hover over the white letters near top of screen: BUSINESS/UCC
3. Then on the pop-up screen click on the option titled Business Name Search (see red arrow below)



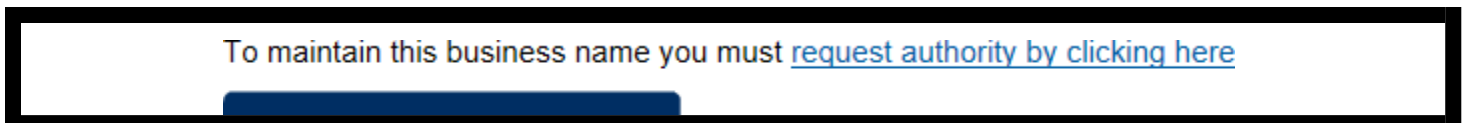
4. Type the name of the business and click the Search button.
5. Scroll down the page to see all the records found.
6. Click on the record for which you wish to obtain authority.
7. If you get a message like this,



then you will need to get a statement in writing from one of the current principals of record, granting you authority to file documents on behalf of this business entity. If you do not know which principals can sign, feel free to call our help line to ask at 406-444-3665.

Email this statement to sosbusiness@mt.gov along with your ePass Username.

8. If you get a message like this,



then click on the blue link titled "request authority by clicking here." Complete the request and click Submit. It will come to the SOS office for review. Once approved you will get an email stating such and the business will appear on your ePass Dashboard.

9. Log back into your ePass account. Under My Businesses, click on the business name. Under the Maintain button, you will select the Reinstatement option.